

MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-272

OPENING DATE: 16 September 2005

CLOSING DATE: 3 October 2005

ANTICIPATED FILL DATE: 13 Nov 05

POSITION TITLE AND NUMBER

Allied Shop Foreman (Temp Prom)
PDCN R0371000, MD# 6021-601

UNIT/ACTIVITY AND DUTY LOCATION

Combined Support Maintenance Shop (CSMS)
NCARNG, Raleigh, North Carolina

GRADE AND SALARY

WS-3701-09 \$22.52-\$26.30 per hour

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is **NCARNG TECHNICIANS ONLY**. Applications will only be accepted from current employees of the North Carolina Army National Guard with a permanent Excepted Appointment.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is **required** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **must** address each KSA individually in paragraph format by explaining any civilian and military work experience (**with dates**) that provided that KSA. It is **required** that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call **1-800-621-4136 ext. 6172/6431.**

1. Ability to meet deadlines.
2. Ability to repair and instruct on the restoration of major components and assemblies, such as engines, transmissions and differentials for equipment within the organization.
3. Ability to work closely and effectively with other activities which may be involved in the problems to be resolved.
4. Ability to develop technically adequate plans for a complex operation.

CONDITIONS OF EMPLOYMENT: 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application.** The recommended applicant **will not** be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be **required** to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant **will not** be approved for appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible **Enlisted** position in a unit of the NCARNG is mandatory. (**Enl:** CMF 63)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Plans and schedules work in a weekly, monthly, or longer basis to insure a smooth and efficient operation and to meet deadlines. Revises work schedules to meet peak work load requirements or changes in manpower availability and priorities. Coordinates with personnel in other sections of the shop (e.g., Mechanical Equipment Repair, Armament Repair, Electronics Repair, and Inspection and Quality Control) pertaining to schedules and priorities. Determines number and types of workers needed to complete the work considering skills, personnel, materials and equipment available and required. Assigns and reviews work of technicians based on considerations such as difficulty of assignment, availability, and qualifications of individuals available. These personnel may perform work in buildings or areas that are separated from the main shop. Based on experience and interpretation of regulations or directives, provides instructions, as needed, on such matters as proper work methods, techniques, administrative procedures, modification of equipment, safety procedures, standards of proficiency, etc. Reviews work as necessary to insure achievement of desired end result, compliance with instructions and directives, and quality of workmanship. Insures that equipment and material including bench stock items are available to accomplish the work. Performs supervisory personnel management functions. Schedules and approves leave requests of subordinates. Sets performance standards and makes formal appraisal of technician's work performance. Initiates requests for filling of vacancies and selects or participates in the selection of technicians from lists of eligibles. Counsels technicians on such matters as work performance, required training, proper conduct on and off the job and suggestion programs. Hears technician grievances and deals with union representatives as necessary. Takes necessary informal disciplinary actions and when warranted proposes formal actions. Implements the provisions of the equal employment and employee relations programs, and keeps technicians informed on all aspects of the personnel program pertaining to their situations, (e.g., position classification, merit promotion). Reviews position descriptions and recommends changes where needed. Advises the Shop Foreman on the status of Service Section Operations. Accounts for time and production of the section. Assures a technical library of reference material is maintained for use by the section. Assists the workers in accomplishing the more difficult and complex repair of fabrication work. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. Individual selected will be returned to previous position held upon completion of temporary promotion.

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, G4-4, G3-3, G1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974